MarineNet Learning Management System (LMS)
DLRC LMS Preloading Guide

March 2003

Distance Learning Center (DLC)
Training & Education Command (TECOM)
United States Marine Corps

Revision History

Date	Version	Description	Author
10-30-2002	1.0	First Draft	MITRE
03-10-2003	1.1	Updated Screen Captures	MITRE

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1 DLRC LMS PRELOADING

The DLRC Learning Management System (LMS) is essentially a compact version of the Master LMS that operates in the garrison environment. There are some minor customizations that have been made to accommodate the unique environment of deployments; however the basic structure and functionality remains the same. Preloading the DLRC LMS consists of downloading the information that the Marines will need to utilize the DLRC while they are disconnected. The DLRC LMS operates a SQL Server database to store student and course data.

The student preloading process consists of identifying the RUC/MCCs for the Marines that are going on the deployment and then downloading the student and training history for those users. The second part of the preloading process consists of finalizing the configuration of the data elements in the LMS, specifically the course catalog and online tests. The course catalog configuration is performed automatically as part of the student preloading process. The loading of the textual portion of the online tests is also performed as part of the course catalog preload, but the configuration of the images in tests is a manual process that must be preformed as part of the courseware loading.

1.1 Illustrated Steps for Student and Course Catalog Preloading

Step 1: Login as a System Administrator and Access Synch Admin from the Administrator Drop-down-list

Step 2: Select the RUC/MCCs for the Marines Going on Deployment

Step 3: Confirm Student Preloading

1.2   Assigning Training Managers and System Administrators on the DLRC

Once students are preloaded onto the DLRC TMs and SA must be assigned. The TM and SA accounts will be used to administer the DLRC while deployed including the critical synchronizations to update student progress data with the Master LMS. TM accounts should be assigned to the Training Officer / NCO for each RUC. The TM accounts should not be assigned to an actual student account but rather to RUC/MCC accounts with SSN identified by RUC/MCC. Below illustrates the steps for assigning SA and TM roles.

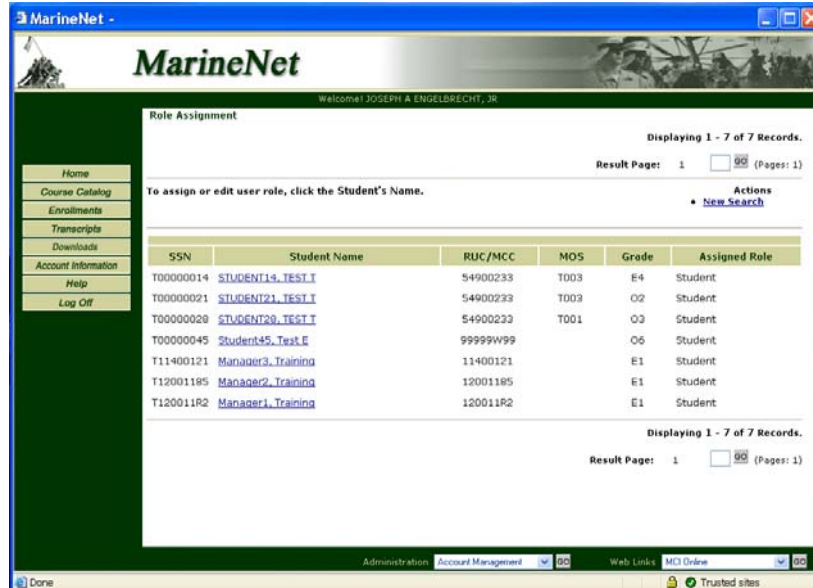System Administrators can modify a user's role via the Administrator's pull-down menu.

> **Note**: Student accounts should not be assigned the role of Training Managers. Training Manager accounts should be created according to the RUC/MCC for that unit. Assigning a student account with the role of Training Manager creates configuration management problems since the role is not relinquished automatically when the student/user transfers to a different RUC/MCC.

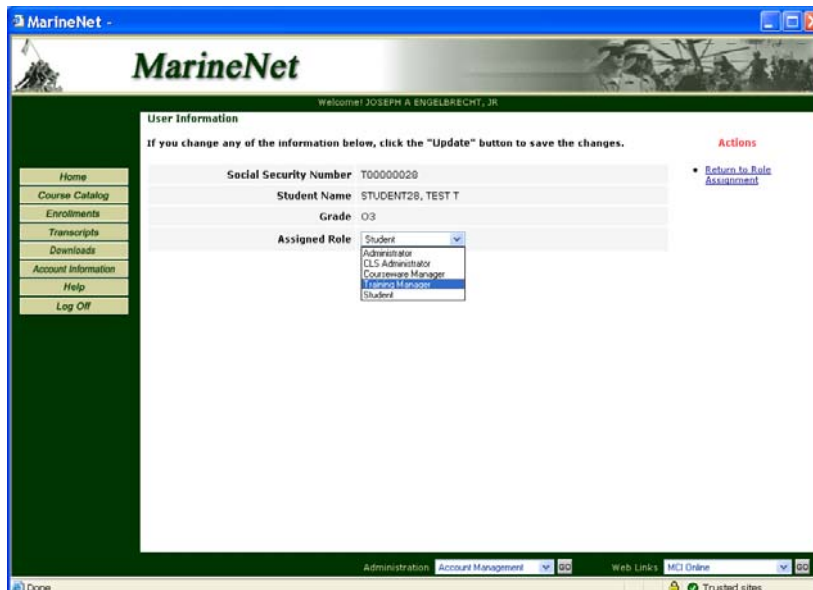Assigning a role to a user account is a two step process.

Step 1: Find the User's Account

Enter search criteria for the user such as SSN or Last Name. Entering nothing into the search criteria will return everyone in the LMS.

The results of the search are displayed in list form. If more records are returned than can fit on the page, then multiple pages will be provided for the SA to page through. Providing detailed information in the search criteria significantly improves the search process.

Once the user's account is selected, a drop-down box is presented with the available roles displayed. To change the role assigned to that user, simply select the role from the list and then press the update button.